

**ROBERT HOLLAND FACULTY SENATE
UNCORRECTED MINUTES OF MEETING ON April 7, 2006**

The Robert Holland Faculty Senate of Mississippi State University held its regular meeting in the Grisham Room of the Mitchell Memorial Library at 2:00 p.m. on Friday, April 7, 2006.

Members absent and excused were John Bailey, Tim Chamblee, June Garner, Terry Hanson, Randy Little, Jerry Mathews, Vince McGrath, Meghan Millea, Al Myles, Juan Silva, Ray Vaughn.

No members were absent and unexcused.

The meeting was broadcast real-time over the World Wide Web. The file will be left active for a few weeks and can be reviewed by clicking on the Senate homepage at <http://www.facultysenate.msstate.edu>.

President Mark Goodman called the meeting to order.

GUESTS

President Goodman introduced guests: Dr. Charles Lee, President; Dr. Peter Rabideau, Provost.

CHARLES LEE, PRESIDENT

President Lee provided the following information:

- As his last address to the Faculty Senate, Dr. Lee expressed his appreciation of the working relationship the Faculty Senate and the Senate President, Mark Goodman, has had with him.
- Concerning the budget, Lee indicated that he has been told there would be a 10% increase in the Governor's budget (10% for higher education) and that he had indicated to the Governor that the increase would be insufficient to cover past deficit funding.
 - Lee stated that the approved legislative budget would fund three quarters of a 5% raise and about \$9 million beyond that to IHL to be divided on a number of performance-based measures.
 - Lee indicated that he believed that the Board will approve the use of some of the non salary funds such that a 5% raise will be funded for the institutions leaving \$4 million unallocated at the Board level. This will be divided up and MSU should receive about \$1 million. This will not fund the current deficit (\$4.5 million), much less the anticipated deficit
 - Also, have \$400,000 to assist in opening the Center in Meridian, as agreed.
 - Legislature also increased the money (\$250,000 each) going to each of the four research universities' Presidents for economic development activity.
 - The bottom line is that there should be funds for a 5% merit-based raise on average across the university, at the very least.

- Lee reported on the activities of the Development Foundation Board.
 - He reported that \$57 million has been raised in private funds and \$60 million has been secured in new federal commitments, adding to the state funding for the recently ended past year: \$75 million each for teaching and the agriculture units (about 28% of funding for the institution, on average a 2% decrease each year since Dr. Lee has taken office).
 - The consequence of the insufficient funding is to raise tuition. This will likely be used to address the energy budget deficit; but the increase will not allow as much as hoped for other expenses.
 - Lee stated he hopes the Development Foundation Board members and others will exert pressure on those in the state and on the legislative Appropriations Committee to place an emphasis on funding higher education.
- Lee reported that he is anticipating an announcement next Tuesday of a major gift from a family in Houston, TX for MSU gifted students.

President Goodman expressed thanks on behalf of the MSU Faculty for Dr. Lee's work as University President over the past 4 years.

PETER RABIDEAU, PROVOST

Provost Rabideau provided the following information:

- Two unofficial announcements (unofficial due to the need for action by IHL Board) were provided:
 - Dr. Danny Hollingsworth will be the Interim Dean for the College of Business and Industry effective July 1. Rabideau thanked Dean Sara Freedman for her service as she departs for Oklahoma.
 - Dr. Kent Hobblet from Ohio State University will assume Dean of the College of Veterinary Medicine. Dr. Rabideau provided a listing of Dr. Hobblet's credentials and research. Rabideau also expressed appreciation to Interim Dean, Dr. Greg Boring for his work.
- Dr. Rabideau mentioned the major gift announcement and invited senators to attend the reception next week.
- Rabideau stated Dr. Foglesong, the new MSU President, will be assuming the Office of the President on April 15 with a phase-in over the next month or so.
- Rabideau provided information on modification to the Application for Promotion and Tenure Form. He stated that the form did not explicitly indicate what needed to be sent and to whom. This new form will be posted on the Academic Affairs website.
- Rabideau thanked Senate President Mark Goodman for his service and expressed appreciation for the communication between himself and President Goodman.
- Questions posed to Dr. Rabideau:
 - Would the University be closing related to the weather today? Rabideau expressed the need for individuals to be patient as the administrators attempt to make decisions to keep students safe.

President Goodman expressed thanks to Drs. Rabideau and Gilbert for the working relationship with himself and the Faculty Senate during the past year.

ADOPTION OF THE MINUTES

President Goodman referred to the minutes of the March 10, 2006, Regular Meeting as distributed. Senator Wolverton moved, Senator W. Diehl seconded, that the Robert Holland Faculty Senate approve the minutes of March 10, 2006.

Changes to the minutes:

- Senator Montgomery requested the minutes reflect his request to the Chair of the Faculty Affairs Committee, Dr. Jacquin, to include a list of those remaining points of his letter not addressed and why they were not addressed in the report on Promotion and Tenure.

The motion passed on a unanimous voice vote.

REPORT OF THE PRESIDENT

President Goodman gave the following report:

- Goodman referred to his report. Goodman challenged the Faculty Senate to be vigilant on three areas:
 - The consolidation of authority under Tom Meredith within the IHL Board.
 - The consolidation of practice and procedures in Jackson, particularly those involving facilities and funding formula based on enrollment.
 - The consolidation of academic and research programs in Jackson.
- Questions/comments posed to Goodman:
 - Senator Deeds reported that she had received positive feedback regarding the published letter from the Senate to the new MSU president. Goodman responded that he believed the letter had established a positive note and that he had received a call from President Foglesong. He and Foglesong will be meeting in the next week.
- President Goodman introduced the new Student Senate President: J. R. Love.
- President Goodman introduced the newly elected and reelected senators for next year.

ELECTION OF OFFICERS

It was established that a candidate must receive a minimum of 26 votes, as directed within the Senate Charter and Bylaws, to be elected.

Two nominations for **President of the Robert Holland Faculty Senate** for the 2006-07 term were received by the designated date, Senator David Nagel and Senator Bob Wolverton. Therefore, no nominations were taken from the floor. Four votes were taken as no candidate obtained the required number during the first three votes. Each candidate was given the opportunity to speak after the second vote where upon each gave a background of their careers in academia. After the third vote, candidates were posed questions by the senators. On the fourth vote, Senator Wolverton was elected by a Senate

vote of 29-8. Dr. Wolverton was presented with the official Presidential tie of the Faculty Senate with directions that it is to never be worn.

One nomination for **Vice-President of the Robert Holland Faculty Senate** for the 2006-07 term was received by the designated date: Senator Homes Hogue. Nominations were taken from the floor: Senators Jeanne Swafford and David Nagel accepted their nomination, Mark Goodman declined. Senator Montgomery moved, seconded by W. Diehl.

Five votes were taken for election of the Vice-President. Following the first vote, Senator Nagel withdrew his name from consideration. The subsequent runoff between Senators Swafford and Hogue, with comments provided by each candidate after the second vote and questions posed after the third and fourth votes, according to the bylaws, the floor is to be opened to nominations. At that point, Senator Hogue withdrew her name; Senator Swafford was elected with 31 votes.

One nominee for **Secretary of the Robert Holland Faculty Senate** for the 2006-2007 term was received by the designated date: Senator Carlen Henington. Goodman opened nominations from the floor. Senator W. Diehl moved, seconded by Senator Bridges, that the nominations be closed. Senator Henington was elected with 33 votes.

REPORT FROM FACULTY SENATE DESIGNATES ON UNIVERSITY COMMITTEES

Campus Planning and Development Committee – Senator Deeds reported that the committee had not met in the last 6 to 8 months. Discussion involved changes in the planning decision process and the need for environmentally friendly facilities as indicated in the Master Plan which has recently been violated in the newest facilities. Discussion involved the need for faculty participation in the decisions as well as other committees (i.e., Research Council). Deeds reported the Master Plan has been changed to the use of environmentally friendly buildings, if possible. Goodman asked that Senator Berk compose a letter indicating Faculty's concern and stating the Senate should participate in the planning process.

REPORT OF THE VICE PRESIDENT

Vice President Wood gave the following report:

- Dr. Foglesong will be attending the Round Table. Topics to be discussed are graduate education and continuing education.
- Wood indicated his pleasure in serving as Vice-President for the past 2 years.

BUSINESS SENT TO COMMITTEES

None.

BUSINESS TO BE SENT TO COMMITTEES

Letter from Dr. Jerry Gilbert, re: AOP 12.01 – Academic Add/Drop Policy – Senator Deeds moved, Senator Hogue seconded, to refer this issue to committee.

The motion passed on a unanimous voice vote. President Goodman assigned this issue to the Executive Committee as the Senate will not be meeting over the summer.

Letter from Dr. Jerry Gilbert, re: AOP 13.15 – Evaluation of Teaching Performance – President Goodman reported that this AOP is one that was presented to the Provost's office by the Senate. It is the AOP on the evaluation of teaching that was sent by the Senate. Goodman reported he has signed this AOP. Goodman reported that the ad hoc committee has nearly completed the revision of the documents which will be sent to the Teacher Education Committee for consideration, and then will come back to the Senate for consideration. It is hoped the forms will be piloted in the fall.

STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS COMMITTEE

Senator Bridges, Chair of the Academic Affairs Committee, referred to this Committee's report on **Shortened-Format Courses**. Senator Bridges moved, Senator D'Abramo seconded, that the Robert Holland Faculty Senate approve the attached AOP recommendations contained in this report.

Discussion included:

Senator Bridges stated that the issue arose from a March 4 letter from UCCC regarding shortened format courses and scheduling issues for shortening classes. The committee split the issue into two areas, this report deals only with the definition of shortened format courses and required courses, and includes provisions in the document sent forward by the UCCC. Bridges asked for clarification from Goodman in that in January 2006 the Senate had approved AOP 11.05 which defines shortened format course and the required number of contact minutes. Goodman stated that the purpose of the current document was to allow for the concept of a Maymester and reflects the latest thought of the members of the UCCC regarding this issue. Senator Bridges stated that this is not in the form of an AOP and the recommendations have been developed by his committee; thus the recommendations will need to be put into AOP format. Senator D'Abramo asked if there should be two AOPs. Bridges responded had he known about the previous AOP, he would have offered the current AOP as a modification of the existing AOP. D'Abramo followed up with efficiency in terms of sending this AOP forward and the number of AOP. Senator Montgomery indicated that a name change may be appropriate to avoid confusion. President Goodman responded that it would be up to Dr. Gilbert in the Provost's office and UCCC Chair, Tim Chamblee, to sort out the details and then send the resulting document back to the Senate for approval.

The motion passed on a voice vote of the Senate, with one nay and one abstention.

ANCILLARY AFFAIRS COMMITTEE

Senator Montgomery, Chair of the Ancillary Affairs Committee, referred to this Committee's report on **Continuing Education**. Senator Montgomery moved, Senator Hogue seconded, that the Robert Holland Faculty Senate approve the report as presented by this committee and the AOP.

Two concerns were identified by Montgomery: 1) financial inequities in compensation and faculty release exist, and 2) quality control is an issue. Montgomery indicated that the committee had met with Dr. Jerry Gilbert and Ruth Prescott (both from the Provost's office), and Mark Binkley from Continuing Education (Academic Outreach and Continuing Education – AOCE). Montgomery stated no national standards for continuing education exist, several problems with MSU continuing education have occurred in the past, and guidelines and policies are variably implemented. Quality of courses is under the control of the individual department. The UCCC now requires courses with a change in delivery must be brought forward to the UCCC for approval. Montgomery indicated that the current make up of AOCE is complicated and difficult to understand, the procedures for offering courses through a number of different modes, and the negative evaluation of universities by SACS has brought about the need for scrutiny of these issues. There are minor changes to the submitted AOP (Policies for the Office of Academic Outreach and Continuing Education) and Montgomery indicated that he believes the AOP and the recent reorganization of AOCE will address many of the concerns. He stated that if there is continued concern, the committee recommends administrative oversight to address the concerns.

Discussion included: The need for a definition of Continuing Education (CE) and the need to work with a variety of accrediting bodies. Concerns were expressed about courses that are inappropriately taught in a shortened format and related ethics of offering courses without oversight by UCCC. The current AOP will address the chain of approval for shortened format courses that must be followed, and will assist to relieve these concerns.

The motion passed on a unanimous voice vote of the Senate.

Senator Montgomery, Chair of the Ancillary Affairs Committee, referred to this Committee's report on **AOP 13.08 – Foreign Travel**. Senator Montgomery moved, Senator D'Abramo seconded, that the Robert Holland Faculty Senate send this issue back to the Provost's office for clarification.

Issues outlined by Montgomery are: 1) unclear as to the policies for approval of travel plans, 2) exceptions to the policy are unclear and needs to mention special arrangements made by the individual, and 3) that travel to Hawaii is not to be considered international travel.

Discussion included: 1) the need to have flexibility in wording of the provision of making payment (e.g., avoid naming a specific credit card company; item #2), and 2) the need for clarification and expansion of the policy for making self-arrangements to obtain lower

quotes, rather than using the approved travel agency (item #3).

The motion passed on a unanimous voice vote of the Senate.

Senator Montgomery, Chair of the Ancillary Affairs Committee, referred to this Committee's report on **AOP 13.20 – Exit Interviews**. Senator Montgomery moved, Senator Hogue seconded, that the Robert Holland Faculty Senate approve the AOP as modified.

Montgomery indicated the need for the policy to be more positively stated as to the benefits of the exit interview. Additionally, the obtained information needs to be passed to appropriate channel and the faculty member should have the ability to submit a written rebuttal to the interview report. A copy of the interview will be sent to the faculty member, department head, and dean.

Discussion included: faculty should be made aware of the option to attend an exit interview, determination of how far up in the administration the interview report would be distributed, and who would actually conduct the interview.

The motion passed on a unanimous voice vote of the Senate.

CHARTER AND BYLAWS COMMITTEE

No report.

FACULTY AFFAIRS COMMITTEE

Vice-President Wood presented the concerns forwarded by Megan Milea in response to the report submitted by Senator Jacquin, Chair of the Faculty Affairs Committee, on **AOP 13.13 – Faculty Leave**. Senator Hogue moved, Senator W. Diehl seconded, that the Robert Holland Faculty Senate send this issue to the Executive Committee for further work.

Discussion included: 1) the need to consider maternity leave and a “stop clock” in the Promotion and Tenure process, and 2) the ambiguity in the guidelines and policy for leave.

The motion passed on a voice vote of the Senate, with 1 opposed.

President Goodman brought back to the floor the Faculty Affairs Committee's report on **Promotion and Tenure**. Goodman indicated that this report would be sent to the offices of President and the Provost for review.

Discussion included: Questions about the description, intent, and function of the third year review (see Promotion and Tenure Policies and Procedures, Sections 4.8.5, 8.2.2.3, 8.3.3.1.1) and who would have access to the generated documents. Goodman responded that it would go to the colleges and department committees. Some departments use the third year review to inform the faculty member that they are on track for promotion and tenure. Concern was expressed that the Review could be used against the faculty member. Some departments have included the third year review in their procedures and

use within their departmental Promotion and Tenure document. Goodman reported that there has been an ongoing discussion between himself and the Provost regarding the fact that the policy of the university, colleges, and departments must be followed and that if guidelines (such as those recently produced by the Provost) violate the policy, they cannot be used in the promotion and tenure process. Additional comments involved concern about the Provost's report today that the Promotion and Tenure form had been "tweaked". Goodman stated that the latest form, to which Dr. Rabideau referred today, will need to be reviewed. The policy states that the candidate can decide what to include in their packet for promotion outside of the peer reviews which are specifically required. The University attorney, Charlie Guest, has made a legal decision that the dean and the department head may request to review the annual reviews and personnel file of the faculty member. This may extend to the departmental, college, and university faculty P&T committees. Clarification was made that any information in a faculty member's personnel file could be requested and reviewed by the Provost in determination of promotion and tenure. Goodman stated the current document does not significantly change the Promotion and Tenure policy, rather it corrects errors in the placement of some items and adds clarity to other items. He stated that if the third year review policy is to be changed, it should have been brought up during the discussion regarding this document prior to today to move this document forward. The policy specifically states the department and school promotion and tenure committee should set up the procedures for the third year review (Promotion and Tenure Policies and Procedures, Section 8.3.3.1.1). This document does not change the third year review policy. Alan Greenwood reported that the University Committee on Promotion and Tenure has no objections to the changes in the document.

The motion passed 32 – 0 – 4.

STUDENT AFFAIRS COMMITTEE

Senator Hogue, Chair of the Student Affairs Committee, referred to this Committee's report on **AOP 12.32 – Refund and Course Credit Policy for Student Members of the Military Called to Active Duty or Deployed**. Senator Hogue moved, Senator Wolverton seconded, that the Robert Holland Faculty Senate approve the AOP as amended.

Discussion included: concerns the award of a grade and at what point in the semester will a grade versus an incomplete be assigned. It was determined that the point in question was whether the policy indicates a number of criteria including that $\frac{3}{4}$ of the semester should be completed in order for the grade to be assigned.

The question was moved by Senator D'Abramo and seconded by Senator Wood. No objection was heard.

The motion passed on a unanimous voice vote of the Senate.

Senator Hogue, Chair of the Student Affairs Committee, referred to this Committee's report on **AOP 12.10 – Recognition of Undergraduate Academic Achievement**. Senator Hogue moved, Senator Montgomery seconded, that the Robert Holland Faculty Senate accept the AOP with a modification to allow 60 hours instead of 62 hours as stated.

With no discussion, the motion passed on a unanimous voice vote of the Senate.

Senator Hogue, Chair of the Student Affairs Committee, referred to this Committee's report on **AOP 12.21 – Veterans' Status**. Senator Hogue moved, Senator Nagel seconded, that the Robert Holland Faculty Senate approve this AOP as presented.

With no discussion, the motion passed on a unanimous voice vote of the Senate.

Senator Hogue, Chair of the Student Affairs Committee, referred to this Committee's report on **AOP 12.25 – Pass/Fail Option**. Senator Hogue moved, Senator Wolverson seconded, that the Robert Holland Faculty Senate approve this AOP as presented.

With no discussion, the motion passed on a unanimous voice vote of the Senate.

UNIVERSITY RESOURCES

Senator Wolverson, member of the University Resources Committee, referred to **AOP 13.23 – Faculty Workload and AOP 13.06 – Sabbatical Leave**. Senator Wolverson moved, Senator Hogue seconded, that the Robert Holland Faculty Senate send this issue to the Executive Committee.

Discussion involved: 1) the fact that the committee did not have adequate time to review these AOPs, and 2) the lack of ability to enforce load guidelines. Goodman requested clarification and specifics regarding workload violations. Discussion indicated that the policy is clear, but enforcement of the policy is problematic. It was discussed that violations could be addressed in two ways: an invitation to the perspective administrator to come before a committee of the Senate or the Senate Executive Committee (specifics regarding violations would be needed before this can happen) and/or legal action may be taken if the violation becomes a factor in the faculty member's promotion and tenure process. Goodman reported that the Provost has stated he is unaware of violations. Additionally, Dean Blackburn (College of Education) stated he was unaware of workload policy violations. Goodman stated he believed changes had occurred across campus such as in some departments where faculty teach large sections (e.g., over 100 students) receive credit for two courses.

The motion passed on a unanimous voice vote of the Senate.

OLD BUSINESS

President Goodman referred to the **MSU Confidence and Job Satisfaction Survey**. Senator W. Diehl moved, seconded by Senator Byrd, that the Senate approve the survey with the modification to identify the unit to which the respondent is attached. Goodman stated that the 2004 Round Table on faculty morale had brought to light the need for a faculty confidence survey. An ad hoc committee was created and Goodman designed the survey presented in the Agenda.

Discussion involved: 1) the period of transition with the new MSU President countered with the need for accountability of the administration, 2) the need to be sensitive to what/who will be evaluated with the survey, 3) the timing of the survey and the need for this to be a routine activity beginning April 2006, and 4) whether to add the Senate, the IHL/Commissioner, and specific "module" of timely issue of interest as part of the survey. Significant discussion involved whether to include President Foglesong and the ILH/Commissioner on the survey.

Senator Nagel moved, seconded by Wood, to amend the motion to include the question "Do you have confidence in the Commissioner of the IHL?" in the survey.

The motion passed 24 – 11 to include the Commissioner in the survey.

Senator W. Diehl accepted a friendly amendment by Senator Travis to exclude President Foglesong, administer the survey beginning April, 2006, and reverse the scoring with high being a better score in the current survey.

The amended motion passed on a voice vote with one nay, and one abstention.

President Goodman referred to the **Faculty Senate and Athletic Director Resolution** drafted by Goodman.

Goodman outlined the provisions of the resolution: 1) a senate appointee will meet regularly with the Athletic Director, staff, and Faculty Athletic representative; 2) the appointee will meet with and advise the Senate Executive Committee; and 3) the Executive Committee and/or the appointee will be informed in a timely manner of changes in athletic policy that impacts academics of the university.

Discussion involved: 1) the policy for representation on the Athletic Council indicates the Senate President is a member (thus, the resolution should say the appointed representative of the Senate President); 2) the need to formalize the relationship between the Athletic Director/Council and the Faculty Senate; 3) the fact that this resolution is an internal document and that Larry Templeton, Athletic Director, will be provided with a copy of the resolution; and 4) the need for an active dialogue with Athletics regarding similar situations to the Thursday night football game.

A motion was made to Call the Question. With no objections, the resolution passed on a unanimous voice vote of the Senate.

NEW BUSINESS

None.

ADJOURNMENT

Senator W. Diehl moved, Senator Bridges seconded, to adjourn the meeting. The motion passed on a unanimous voice vote of the Senate.

Submitted for correction and approval.

Carlen Henington, Secretary